

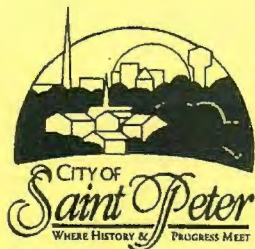
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, January 28, 2019
Community Center Governors' Room - 7:00 p.m.

**6:45 P.M. OFFICIAL CITY COUNCIL PHOTO - 7:00 P.M. REGULAR CITY COUNCIL
MEETING**

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
 - A. 2018/Payable 2019 Levy Correction
- VII. NEW BUSINESS**
 - A. 2018C Healthcare Revenue Note Re-issuance
 - B. Vacation Rental Ordinance
 - C. DNR Grant Land Restrictions
- VIII. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. Goal Session January 22, 2019 Report
 - 2. City/County Meeting Discussion
 - 3. Advisory Board Openings
 - 4. MN Square Park Pavilion Project – Phase 2
 - 5. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



CITY COUNCIL
AGENDA MEMORANDUM 19-02
REGULAR MEETING OF JANUARY 28, 2019
7:00 P.M.

6:45 p.m. OFFICIAL COUNCIL PHOTO

7:00 p.m. REGULAR MEETING BEGINS

I. CALL TO ORDER

Mayor Zieman will call the meeting to order and lead the Pledge of Allegiance.

II. APPROVAL OF AGENDA

A motion to approve the agenda, as posted in accordance with the Open Meetings Law, will be entertained. A MOTION is in order.

III. APPROVAL OF MINUTES

A copy of the minutes of the December 14, 2018 regular Council meeting is attached for approval. A MOTION is in order.

IV. VISITORS

A. **Scheduling of Visitor Comments On Agenda Items**

Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitor Comments**

Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

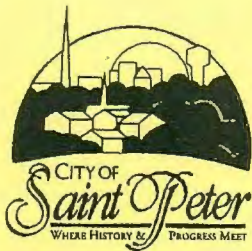
V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for January 10, 2019 through January 23, 2019 is attached. Please see the attached staff reports and RESOLUTION.

VI. UNFINISHED BUSINESS

A. **ADOPTION OF A CORRECTED RESOLUTION ESTABLISHING 2018 LEVY, PAYABLE 2019**

The levy resolution adopted by the City Council in December, 2018 contained a couple of errors that Nicollet County has asked to have corrected. As such, the original resolution will be rescinded and a new resolution is recommended for adoption. Please see the attached staff report and RESOLUTION.



VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING RE-ISSUANCE OF 2018C HEALTH CARE REVENUE NOTE

As anticipated by the City Council as part of the Hospital expansion project, staff recommends the 2018C Healthcare Revenue Note, which was a taxable issuance used to finance the \$5,000,000 in private lending requirement, now be re-issued as a non-taxable issuance. This will result in a lower interest payment over the life of the obligation. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF AN ORDINANCE ADOPTING REGULATIONS FOR VACATION RENTAL BY OWNERS

The Planning and Zoning Commission recommends modification to the City Code to regular vacation rental of properties by owners who do not live at the property. As required by State Statute, this proposed change has been posted for a period of at least 10 days. Please see the attached staff report and ORDINANCE.

C. ADOPTION OF A RESOLUTION ESTABLISHING LAND USE RESTRICTIONS RELATED TO DEPARTMENT OF NATURAL RESOURCES GRANT AT HALLETT'S POND

As part of the grant funds received from the DNR related to construction of a handicap fishing pier and trail at Hallett's Pond, additional actions are required by the City to ensure the property continues to be maintained and used as recreational land. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

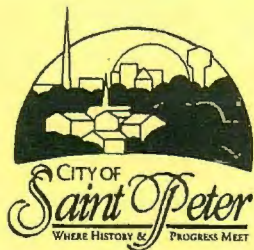
A. MAYOR

Any reports by the Mayor will be provided at this time.

B. CITY ADMINISTRATOR

1. REPORT ON COUNCIL GOAL SESSION REPORT FROM JANUARY 2019

A report will be provided at this time on discussion at the Council goal session held January 22, 2019.



CITY COUNCIL
AGENDA MEMORANDUM 19-02
REGULAR MEETING OF JANUARY 28, 2019
7:00 P.M.

2. REPORT ON CITY/COUNTY MEETING DISCUSSION

A report will be provided at this time on discussion at the January 17, 2019 City/County meeting.

3. REPORT ON ADVISORY BOARD OPENINGS

A report will be provided at this time on openings on the City Code advisory boards. Currently one opening exists on the Heritage Preservation Commission and one on the Tourism and Visitors Bureau.

4. REPORT ON MINNESOTA SQUARE PARK PAVILION PROJECT PHASE 2 BIDS

A report will be provided at this time on the schedule for the receipt of bids for Phase 2 of the Pavilion Project.

5. OTHERS

Any further reports by the City Administrator will be provided at this time.

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA
OFFICIAL PROCEEDINGS
MINUTES OF THE CITY COUNCIL MEETING
JANUARY 14, 2019

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on January 14, 2019.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Zieman, Kvamme, Parras, Johnson, Carlin and Mayor Zieman. Absent was Councilmember Grams. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

Mayor Zieman reported that the previously scheduled taking of the Official Council photo for 2019 had been rescheduled for January 28, 2019 due to Councilmember Grams' absence.

Oath of Office – City Administrator Prafke administered the Oath of Office to newly appointed Councilmember Roger Parras.

Approval of Agenda – A motion was made by Pfeifer, seconded by Parras, to approve the agenda. With all in favor, the motion carried.

Approval of Minutes – A motion was made by Johnson, seconded by Carlin, to approve the minutes of the December 10, 2018 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the December 10, 2018 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Kvamme, seconded by Parras, Resolution No. 2019-01 entitled "Resolution Approving Consent Agenda" was introduced with a few minor corrections to Council liaison appointments and the term of a new EDA member. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2019-01 is contained in the City Administrator's book entitled Council Resolutions 22.

2019-2020 Water Fund Budget – Finance Director Vogel presented the 2019 and 2020 budgets for the Water Fund in the amounts of \$3,430,938 for 2019 and \$3,397,927 for 2020. Vogel indicated no changes to rates were proposed and she reviewed the expected expenditures, capital purchases and revenues in the two-year budget cycle. City Administrator Prafke pointed out the Council continued to use funds from the Wastewater Fund to buoy up the Water Fund. Prafke also noted that an update on the capital plan for 2020 would be provided to the Council in the fall. In motion by Kvamme, seconded by Parras, Resolution No. 2019-02 entitled "Resolution Adopting The 2019-2020 Water Fund Budget" was. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-02 is contained in the City Administrator's book entitled Council Resolutions 22.

2019-2020 Wastewater Fund Budget – Finance Director Vogel presented the proposed two-year (2019-2020) budgets for the Wastewater Fund in the amounts of \$3,706,728 for 2019 and \$3,800,715 for 2020. Vogel noted the fund had an unrestricted cash balance of almost \$1.6

million and funds were being transferred to the Water Fund. Vogel stated no rate increases were being recommended. In motion by Carlin, seconded by Johnson, Resolution No. 2019-03 entitled "Resolution Adopting The 2019-2020 Wastewater Fund Budget" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-03 is contained in the City Administrator's book entitled Council Resolutions 22.

2019-2020 Stormwater Fund Budget – Finance Director Vogel presented the 2019 (\$814,634) and 2020 (\$1,328,942) Stormwater Fund budgets and indicated that no rate changes were recommended at this time. City Administrator Prafke noted the Stormwater Fund would require more discussion about large infrastructure improvements (i.e. basins, pipes) that would be needed in the future and the need to generate additional revenue in advance of those improvements being made. Prafke stated staff was checking with other cities about residential equivalency factors and differences related to amounts of impervious surface between commercial and residential properties. In motion by Carlin, seconded by Parras, Resolution No. 2019-04 entitled "Resolution Adopting The 2019-2020 Stormwater Fund Budget" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-04 is contained in the City Administrator's book entitled Council Resolutions 22.

Transit Drug/Alcohol Plan Update – City Administrator Prafke recommended adoption of an updated drug and alcohol testing program plan as required by the Federal Transit Authority following a state-wide audit of transit systems. Prafke noted the changes to the plan involved the types of testing and pass/fail levels and any underlined sections of the plan were specific to the local authority adopting the plan. Prafke noted that failure to adopt the revised plan, which impacts only City transit employees, could jeopardize transit funding from the Federal and State governments. In motion by Carlin, seconded by Johnson, Resolution No. 2019-05 entitled "Resolution Adopting Updated FTA Drug And Alcohol Testing Policy For City Of Saint Peter Transit Employees" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-05 is contained in the City Administrator's book entitled Council Resolutions 22.

Council Out-Of-State Travel Request – City Administrator Prafke recommended authorization be provided, as required by State law and Council policy, for out of state travel by Councilmembers Kvamme and Carlin who will attend the APPA Legislative Rally in Washington D.C. in February. Prafke noted the Electric Fund contains an appropriation for this expense which is not expected to exceed \$6,000. In motion by Pfeifer, seconded by Parras, Resolution No. 2019-06 entitled "Resolution Approving Elected Official Travel" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-06 is contained in the City Administrator's book entitled Council Resolutions 22.

Business License Application – City Administrator Prafke recommended approval of a soft drink license application submitted by the new owner's of Taco Johns. Prafke noted nothing had been found in the background investigation that would prohibit issuance of the license. In motion by Carlin, seconded by Parras, Resolution No. 2019-07 entitled "Resolution Approving Soft Drink License Application" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-07 is contained in the City Administrator's book entitled Council Resolutions 22.

Polar Plunge Request – City Administrator Prafke recommended approval of a request by Nicollet County Sheriff Lange for use of Hallett's Pond for the Special Olympics Polar Bear Plunge on February 2, 2019. Prafke also noted Public Works staff would cut the hole in the ice and provide for use of temporary bleachers for the event. In motion by Johnson, seconded by Parras, Resolution No. 2019-08 entitled "Resolution Authorizing Use Of Hallett's Pond For Polar Bear Plunge" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-08 is contained in the City Administrator's book entitled Council Resolutions 22.

Executive Session: Union Contract Negotiations – City Administrator Prafke requested closed sessions as authorized by State law for discussion of labor services contracts with the five labor unions. In motion by Johnson, seconded by Kvamme, Resolution No. 2019-09 entitled "Resolution Calling For Closed Session" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-09 is contained in the City Administrator's book entitled Council Resolutions 22.

The Council adjourned to closed session to discuss the Streets union contract at 8:06 p.m. The Council returned to open session at 8:12 p.m.

The Council adjourned to closed session to discuss the Utilities union contract at 8:12 p.m. the Council returned to open session at 8:14 p.m.

The Council adjourned to closed session to discuss the Parks union contract at 8:14 p.m. the Council returned to open session at 8:20 p.m.

The Council adjourned to closed session to discuss the Police Officer union contract at 8:20 p.m. The Council returned to open session at 8:22 p.m.

The Council adjourned to closed session to discuss the Communications Technician union contract at 8:22 p.m. The session ended at 8:23 p.m.

The Council returned to open session at 8:25 p.m.

2019-2020 Streets Union Contract – City Administrator Prafke recommended approval of a two-year contract with the Streets Union including a three percent (3%) wage increase each year of the contract for all positions. In motion by Johnson, seconded by Parras, Resolution No. 2019-10 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And International Union of Operating Engineers Local 70, AFL-CIO (Streets) For Calendar Years 2019-2020" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-10 is contained in the City Administrator's book entitled Council Resolutions 22.

2019-2020 Utilities Union Contract – City Administrator Prafke recommended approval of a two-year contract with the Utilities Union that would provide a 2.9% plus \$1.00 wage increase each year of the contract for the Linemen and Electric Foreman; and three percent (3%) for all other positions in each year of the contract. In motion by Pfeifer, seconded by Parras, Resolution No. 2019-11 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And International Union of Operating Engineers Local 70, AFL-CIO (Utilities) For Calendar Years 2019-2020 " was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-11 is contained in the City Administrator's book entitled Council Resolutions 22.

2019 Parks Union Contract – City Administrator Prafke recommended approval of a one year contract with the Parks union that would provide a one and one-half percent (1.5%) wage increase for the positions of Groundskeepers 4 and 5 and a three percent (3%) increase for all of the other positions. In motion by Johnson, seconded by Parras, Resolution No. 2019-12 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And International Union of Operating Engineers Local 70, AFL-CIO (Parks) For Calendar Year 2019” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-12 is contained in the City Administrator’s book entitled Council Resolutions 22.

2019-2020 Police Officer Union Contract – City Administrator Prafke recommended approval of a two-year contract with the Police Officer union that would provide for a three percent (3%) increase in each year of the contract for each position. In motion by Pfeifer, seconded by Carlin, Resolution No. 2019-13 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And Law Enforcement Labor Services Local No. 241 (Police Officers) For Calendar Years 2019-2020” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-13 is contained in the City Administrator’s book entitled Council Resolutions 22.

2019-2020 Communications Technician Union Contract – City Administrator Prafke recommended approval of a two-year contract with the Communications Technician union that would provide for a three percent (3%) wage increase in each year of the contract for each position. In motion by Carlin, seconded by Parras, Resolution No. 2019-14 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And Law Enforcement Labor Services Local No. 241 (Communication Technician) For Calendar Years 2019-2020” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-14 is contained in the City Administrator’s book entitled Council Resolutions 22.

City Administrator Contract – City Attorney Brandt reviewed the process followed for the annual performance evaluation of City Administrator Prafke and indicated the results showed the Council felt Administrator Prafke was doing a good job and the Council was clearly satisfied by his performance. Brandt also stated the Council had directed him to negotiate a three percent (3%) wage increase with Administrator Prafke and a contract extension through December 31, 2022, to which City Administrator Prafke had agreed. In motion by Pfeifer, seconded by Parras, Resolution No. 2019-15 entitled “Resolution Modifying City Administrator’s Employment Contract” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-15 is contained in the City Administrator’s book entitled Council Resolutions 22.

Reports

City Office Closures – Martin Luther King, Jr. Day – City Administrator Prafke reminded everyone City offices would be closed on January 21st for Martin Luther King, Jr. Day.

Upcoming Meeting Schedule – City Administrator Prafke reminded the Council of the goal session scheduled for 3:00 p.m. on Tuesday, January 22, 2019. Prafke also reported the Council can expect an invitation to the Fire Station for the Relief Association dinner after the February 4th workshop.

Pavilion Project- City Administrator Prafke reported demolition of the existing pavilion was being delayed until spring and \$35,000-\$50,000 in savings would be realized by doing so. Prafke noted that delay in the demolition would not impact the final project completion date.

RP3 Designation – City Administrator Prafke reported the City's Electric Utility had been designated as a "Reliable Public Power Provider" for the second year in a row; an indication of the very reliable electric system in Saint Peter.

Rental License Renewals – City Administrator Prafke reminded rental property owners of the need to renew their rental licenses and encouraged those who had yet to submit an application to contact the Building Department as soon as possible.

City Administrator Prafke reminded Councilmembers of the City/County meeting scheduled for January 17th at 10:30. Prafke indicated agendas for the meeting would be distributed as soon as possible.

Mayor's Report – Mayor Zieman reported that of the 54 advisory board positions, 52 had been filed with vacancies remaining on Tourism and Visitors Bureau and the Heritage Preservation Commission.

There being no further business, a motion was made by Pfeifer, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:40 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 17, 2019

FROM: Pete Moulton
Director of Public Works

Jeff Knutson
Water Resources Superintendent

RE: Water Node purchase for Advanced Metering Infrastructure (AMI) System

ACTION/RECOMMENDATION

Authorize the purchase of 500 water nodes from Eaton Cooper Power Systems of Minneapolis, Minnesota in the amount of \$49,980.

BACKGROUND

Staff has been working with Eaton Cooper on implementation of the "Advanced Metering Infrastructure" (AMI) system, which is capable of reading electric and water meters through a radio frequency (RF) system connected to our existing City computer backbone.

Eaton Cooper is the proprietary vendor for this product since they are the only manufacturer and distributor of the electric meters and water nodes that will operate on the Eaton RF mesh network that is used by the City of Saint Peter Electric and Water utilities.

Funding for this purchase is allocated in the Water and Wastewater Funds.

Please feel free to contact me if you have any questions or concerns about this agenda item.

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/16/2019

FROM: Pete Moulton Jeff Knutson
Public Works Director Water Resources Superintendent

RE: Calcium Pebble Quicklime Purchase

ACTION/RECOMMENDATION

Authorize purchase of calcium oxide pebble quick lime ¾ inch to be used in the biosolids treatment process in the amount of \$28,397.50 from Graymont (WI) LLC of Superior, Wisconsin

BACKGROUND

The Wastewater Utility uses quicklime in the biosolids treatment process to mix with aerobically dewatered sludge causing a chemical reaction raising the pH of the mixed material. Lime adds heat in the mixing chamber, which pasteurizes the material resulting in a final product of "Class 'A' Exceptional Quality" biosolids.

The lime product currently used is a high quality "pebble lime" which breaks down slowly generating heat in moist conditions. The lime mixes in the vessel for approximately 30 minutes and is delivered to dry storage by a conveyer belt. The product is then stored on-site for up to 180 days.

Request for formal written proposals for this purchase was included on the City's website as per the purchasing policy. Two vendors submitted proposals as follows:

<u>Chemical/Freight</u>	<u>Graymont (WI) LLC</u>	<u>Mississippi Lime</u>	<u>Carmeuse Lime</u>
Lime/Ton	\$182.65/ton	no response	\$343.27

Based on previous usage records, and using the lowest cost proposal, staff estimates chemical usage and cost for 2019 to be \$27,397.50.

There will also be fuel surcharges for delivery of the materials. Fuel surcharges are based on current fuel prices and mileage of 223 loaded miles and are estimated for 2019 at \$1,000.

Please feel free to contact us should you have any questions or concerns on this agenda item.

PM//JK/amg



Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

RE: 2019 Quartzite Stone Purchase

DATE: 1/24/2019

ACTION/RECOMMENDATION

Authorize purchase of Southern Minnesota Construction (SMC) of Mankato, Minnesota to supply 890 tons of 1/4" quartzite stone in the amount of \$24,900, which includes sales tax.

BACKGROUND

The 2019 Streets budget provides for the purchase of additional quartzite stone to be added to the existing Streets inventory. This type of quartzite stone is 1/4" diameter and has a higher grade of durability. The specific stone is only available from SMC through their New Ulm Quarry. This stone is used for seal coating.

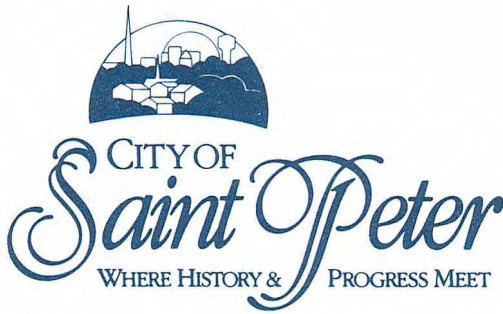
Formal written proposals were requested through posting on the City's website, with only one received as follows:

<u>Vendor</u>	<u>Per Ton Including Tax</u>	<u>Total</u>
SMC	\$28.00	\$24,900

Funding for the quartzite stone will be from the 2019 Streets budget.

Please feel free to contact me should you have any questions or concerns on this agenda item.

PTM/TM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/25/19

FROM: Cindy Moulton
Administrative Secretary

RE: Temporary License Applications

ACTION/RECOMMENDATION

Provide approval for temporary license applications.

BACKGROUND

Nicollet County Pheasants Forever is holding their annual fundraiser on April 13, 2019 at Johnson Hall, 400 Union Street. They have submitted applications for Temporary On Sale Liquor and Temporary Gambling. Approval of the licenses will allow them to sell liquor and to hold raffles during their event.

The St. Peter Ambassadors have submitted an application for a Temporary Gambling license in order to hold a raffle for their annual fundraiser. The raffle drawing will take place on March 17, 2019 at the American Legion at 229 West Nassau Street

Please place this item on the January 28, 2019 City Council consent agenda for their approval

CM/



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/25/2019

FROM: Todd Prafke
City Administrator

RE: Donation Acceptance

ACTION/RECOMMENDATION

Provide approval for acceptance of a cash donation in the amount of \$86,981.05 (as of close of market on 1/22/2019) to be dedicated for youth sports.

BACKGROUND

The City has been notified of an anonymous donation to be made in the amount of approximately \$86,981.05. The donation is being given specifically for the purpose of funding youth sports and would be placed into a restricted fund for that purpose.

The donor, who recently passed away, was a client of Ameriprise Financial and our notification of the donation came through that office.

As provided for in the City's donation policy, donations valued at more than \$5,000 must be formally accepted by the City Council. Staff recommends acceptance of the donation.

The funds will be placed into a restricted fund to be used solely for the purpose of youth sports.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ABEL'S ELECTRIC MOTOR SHOP	chem mixer ball bearing	WATER	PURIFICATION AND TREAT	100.45
			TOTAL:	100.45
ADVANCE AUTO PARTS	tree air freshener	GENERAL FUND	STREETS	6.06
	oil	GENERAL FUND	STREETS	43.34
	tree air freshener	GENERAL FUND	PARKS	6.06
	tree air freshener	WATER	DISTRIBUTION AND STORA	3.03
	tree air freshener	WASTE WATER FUND	SOURCE/TREATMENT	3.03
	led light	WASTE WATER FUND	SOURCE/TREATMENT	59.79
	tree air freshener	ENVIRON SERVICES F	REFUSE DISPOSAL	3.03
	tree air freshener	ELECTRIC FUND	POWER DISTRIBUTION	6.06
	tree air freshener	STORMWATER FUND	TREATMENT	3.02
			TOTAL:	133.42
AMERESCO	app #14 energy serv. agree	WASTE WATER FUND	CAPITAL-TREATMENT SYST	60,000.00
			TOTAL:	60,000.00
AXON ENTERPRISE, INC.	battery pack	GENERAL FUND	POLICE	124.00
			TOTAL:	124.00
CENTERPOINT ENERGY MINNEGASCO	dec. gas bill	GENERAL FUND	FIRE	496.36
	dec. gas bill	GENERAL FUND	STREETS	419.83
	dec. gas bill	GENERAL FUND	SWIMMING POOL	47.50
	dec. gas bill	GENERAL FUND	PARKS	335.87
	dec. gas bill	LIBRARY FUND	LIBRARY	746.13
	dec. gas bill	COMMUNITY CENTER	COMMUNITY CENTER	3,031.05
	2101 lunden st. dec gas bi	HOUSING DISTRICT #	ECONOMIC DEVMT	45.32
	2000 essler dr. dec gas bi	HOUSING DISTRICT #	ECONOMIC DEVMT	67.70
	dec. gas bill	WATER	PURIFICATION AND TREAT	1,451.55
	dec. gas bill	WATER	PURIFICATION AND TREAT	247.57
	dec. gas bill	WATER	ADMIN AND GENERAL	167.93
	dec. gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.00
	dec. gas bill	WASTE WATER FUND	SOURCE/TREATMENT	7,098.66
	dec. gas bill	WASTE WATER FUND	ADMIN AND GENERAL	167.93
	dec. gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	167.94
	dec. gas bill	ELECTRIC FUND	ADMIN AND GENERAL	419.83
			TOTAL:	14,926.17
COMPUTER TECHNOLOGY SOLUTIONS, INC.	65" digital sign dsply, mo	GENERAL FUND	SENIOR COORDINATOR	2,379.00
			TOTAL:	2,379.00
DON'S APPLIANCE & TV	fix senior center fridge.	COMMUNITY CENTER	COMMUNITY CENTER	164.99
			TOTAL:	164.99
ELECTRICAL & COMMUNICATION SPECIALISTS	white rhino door openers	GENERAL FUND	STREETS	430.55
			TOTAL:	430.55
FAMILY FRESH MARKET	floral arrangement	GENERAL FUND	PUBLIC WORKS ADMIN	75.00
	distilled water	WATER	SOURCE OF SUPPLY	1.78
			TOTAL:	76.78
FASTENAL COMPANY	nuts	GENERAL FUND	PARKS	20.22
			TOTAL:	20.22
GILLUND ENTERPRISES INC	diesel fuel supplement, an	GENERAL FUND	STREETS	10.00
	diesel fuel supplement, an	GENERAL FUND	PARKS	10.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	diesel fuel supplement, an	WATER	DISTRIBUTION AND STORA	5.00
	diesel fuel supplement, an	WASTE WATER FUND	SOURCE/TREATMENT	5.00
	diesel fuel supplement, an	ENVIRON SERVICES F	REFUSE DISPOSAL	5.00
	diesel fuel supplement, an	ELECTRIC FUND	POWER DISTRIBUTION	10.00
	diesel fuel supplement, an	STORMWATER FUND	TREATMENT	5.00
			TOTAL:	50.00
JENNIFER HARLOW	2018 mileage	GENERAL FUND	RECREATION/LEISURE SER	30.08
			TOTAL:	30.08
INGRAM BOOK COMPANY	new adult fic & juvenile m	LIBRARY FUND	LIBRARY	823.85
			TOTAL:	823.85
INNOVATIVE OFFICE SOLUTIONS LLC	ink catridges	GENERAL FUND	STREETS	78.81
	ink catridges	GENERAL FUND	PARKS	63.05
	ink catridges	WATER	ADMIN AND GENERAL	31.53
	ink catridges	WATER	CUSTOMER ACCOUNTS	50.47
	ink catridges	WASTE WATER FUND	ADMIN AND GENERAL	31.53
	ink catridges	WASTE WATER FUND	CUSTOMER ACCOUNTS	50.47
	ink catridges	ENVIRON SERVICES F	ADMIN AND GENERAL	31.52
	ink catridges	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	50.45
	ink catridges	ELECTRIC FUND	ADMIN AND GENERAL	78.81
	ink catridges	ELECTRIC FUND	CUSTOMER ACCOUNTS	50.47
			TOTAL:	517.11
JAVENS MECHANICAL CONTRACTING CO.	wtp fall prev. maint.	WATER	PURIFICATION AND TREAT	1,414.00
	wwtp fall prevent. maint.	WASTE WATER FUND	COLLECTOR/LIFT STAT	967.50
			TOTAL:	2,381.50
JOHNSON AGGREGATES	construction sand	GENERAL FUND	STREETS	716.37
			TOTAL:	716.37
JOSHUA KLASEUS	uniform allow.	GENERAL FUND	POLICE	202.06
			TOTAL:	202.06
KWIK TRIP INC	dec fuel	GENERAL FUND	POLICE	1,347.68
	dec. fuel	GENERAL FUND	FIRE	43.20
	dec fuel	GENERAL FUND	PARKS	169.10
			TOTAL:	1,559.98
LEXIS NEXIS	nov. monthly subscription	GENERAL FUND	POLICE	100.00
	dec monthly subscription	GENERAL FUND	POLICE	100.00
			TOTAL:	200.00
LJP ENTERPRISES INC	dec. waste & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	dec. waste & recycle	WATER	PURIFICATION AND TREAT	99.43
	dec. waste & recycle	WASTE WATER FUND	SOURCE/TREATMENT	168.68
	dec. waste & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	1,069.74
	dec. 2018 refuse pickup &	ENVIRON SERVICES F	REFUSE DISPOSAL	19,579.56
			TOTAL:	21,361.87
MANKATO CLINIC LTD	pre-employment physical	GENERAL FUND	POLICE	551.85
			TOTAL:	551.85
MENARDS	shear	GENERAL FUND	PARKS	99.96
	dolly tie downs	GENERAL FUND	PARKS	66.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	166.74	
MISC VENDOR	CREW 2	bldg permit not completed	GENERAL FUND	NON-DEPARTMENTAL	21.00
	CREW 2	bldg permit not completed	GENERAL FUND	NON-DEPARTMENTAL	1.00
			TOTAL:	22.00	
MN DEPT OF EMPLOYMENT & ECONOMIC DEVEL	4th qtr unemployment	ELECTRIC FUND	POWER DISTRIBUTION	29.99	
			TOTAL:	29.99	
MN DEPT OF LABOR & INDUSTRY	3rd qtr state surcharge re	GENERAL FUND	BUILDING INSPECTOR	3,044.01	
	4th qtr state surcharge re	GENERAL FUND	BUILDING INSPECTOR	2,613.11	
			TOTAL:	5,657.12	
MN WASTE PROCESSING	dec. refuse & disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	14,600.35	
			TOTAL:	14,600.35	
NAPA AUTO PARTS OF ST PETER	air filter, disc brake pad	GENERAL FUND	POLICE	243.53	
	vehicle jack stands, air-c	GENERAL FUND	FIRE	133.60	
	fuel, fuel filter, drag li	GENERAL FUND	FIRE	407.59	
	weather strip, coupler, le	GENERAL FUND	BUILDING INSPECTOR	10.29	
	weather strip, coupler, le	GENERAL FUND	PUBLIC WORKS ADMIN	79.52	
	brush head, grease gun, oi	GENERAL FUND	STREETS	122.34	
	oil cap, oil, fuel filter, GENERAL FUND	STREETS		640.12	
	weather strip, coupler, le	GENERAL FUND	RECREATION/LEISURE SER	32.79	
	brush head, grease gun, oi	GENERAL FUND	PARKS	122.34	
	weather strip, coupler, le	GENERAL FUND	PARKS	132.90	
	brush head, grease gun, oi	WATER	DISTRIBUTION AND STORA	61.17	
	brake rotor	WATER	CUSTOMER ACCOUNTS	39.38	
	brush head, grease gun, oi	WASTE WATER FUND	SOURCE/TREATMENT	61.17	
	brake rotor	WASTE WATER FUND	CUSTOMER ACCOUNTS	39.38	
	brush head, grease gun, oi	ENVIRON SERVICES F	REFUSE DISPOSAL	61.17	
	brake rotor	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	39.39	
	brush head, grease gun, oi	ELECTRIC FUND	POWER DISTRIBUTION	122.34	
	antifreeze, oil filter, ai	ELECTRIC FUND	POWER DISTRIBUTION	32.49	
	brake rotor	ELECTRIC FUND	CUSTOMER ACCOUNTS	39.38	
	brush head, grease gun, oi	STORMWATER FUND	TREATMENT	61.15	
			TOTAL:	2,482.04	
NELSON PRINTING COMPANY	business cards	GENERAL FUND	POLICE	43.64	
	ups	GENERAL FUND	POLICE	17.75	
	calendars	GENERAL FUND	POLICE	52.98	
	2 vendor a/p stamps	MN RIVER VALLEY TR	INTERGOVERNMENTAL	182.90	
			TOTAL:	297.27	
NORTHLAND TRUST (EFT ACCT) SERVICES, I	2012a bond go sewer	WASTE WATER FUND	NON-DEPARTMENTAL	45,000.00	
	2012a bond go sewer	WASTE WATER FUND	ADMIN AND GENERAL	495.00	
	2012a bond go sewer	WASTE WATER FUND	INTEREST EXPENSE	27,978.75	
			TOTAL:	73,473.75	
NUTTER CLOTHING CO	patches on blankets	GENERAL FUND	POLICE	16.00	
			TOTAL:	16.00	
TODD PRAFKE-PETTY CASH	desk calendar	GENERAL FUND	FINANCE	11.23	
	meals	GENERAL FUND	BUILDING INSPECTOR	16.96	
	mileage	GENERAL FUND	PUBLIC WORKS ADMIN	22.35	
	meal	GENERAL FUND	PARKS	9.22	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	meals	GENERAL FUND	ECONOMIC DEVT	48.00
	copies, desk calendar	GENERAL FUND	ECONOMIC DEVT	13.23
	legal descrip	WATER	ADMIN AND GENERAL	1.00
	legal descrip	WASTE WATER FUND	ADMIN AND GENERAL	1.00
	meal	ELECTRIC FUND	ADMIN AND GENERAL	11.61
	water & lean fit track	RESTRICTED CONTRIB	CITY ADMINISTRATION	18.32
			TOTAL:	152.92
QUICK MART ST PETER	dec. fuel	GENERAL FUND	FIRE	18.15
			TOTAL:	18.15
RIVER'S EDGE HOSPITAL & CLINIC	lab-specimen	GENERAL FUND	FIRE	58.00
			TOTAL:	58.00
RYAN PLUMBING & HEATING	repair water leaks	COMMUNITY CENTER	COMMUNITY CENTER	367.02
	replace pump and flanges	COMMUNITY CENTER	COMMUNITY CENTER	2,536.54
			TOTAL:	2,903.56
SAM'S CLUB	program supplies	GENERAL FUND	RECREATION/LEISURE SER	40.10
	program supplies	LIBRARY FUND	LIBRARY	31.84
			TOTAL:	71.94
ST PETER HERALD	holiday greetings	GENERAL FUND	ECONOMIC DEVT	239.00
			TOTAL:	239.00
STAPLES ADVANTAGE	pens	GENERAL FUND	RECREATION/LEISURE SER	7.63
			TOTAL:	7.63
STREICHER'S	uniforms	GENERAL FUND	POLICE	19.98
			TOTAL:	19.98
SUPER AMERICA	dec. fuel	GENERAL FUND	POLICE	173.27
	dec. fuel	GENERAL FUND	BUILDING INSPECTOR	120.59
	dec. fuel	GENERAL FUND	PUBLIC WORKS ADMIN	128.03
	dec. fuel	GENERAL FUND	STREETS	304.64
	dec. fuel	GENERAL FUND	PARKS	407.64
	dec. fuel	WATER	SOURCE OF SUPPLY	28.53
	dec. fuel	WATER	PURIFICATION AND TREAT	42.79
	dec. fuel	WATER	DISTRIBUTION AND STORA	213.96
	dec. fuel	WATER	CUSTOMER ACCOUNTS	30.22
	dec. fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	167.64
	dec. fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	30.22
	dec. fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	48.46
	dec. fuel	ELECTRIC FUND	POWER DISTRIBUTION	318.08
	dec. fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	30.23
	dec. fuel	STORMWATER FUND	TREATMENT	168.14
			TOTAL:	2,212.44
MATT ULMAN	fire cert. test	GENERAL FUND	FIRE	68.60
			TOTAL:	68.60
VERIZON WIRELESS	dec fuel	GENERAL FUND	POLICE	342.78
	bldg dec. jet packs	GENERAL FUND	BUILDING INSPECTOR	70.06
	jet packs	GENERAL FUND	STREETS	8.75
	jet packs	GENERAL FUND	PARKS	7.00
	jet packs	WATER	ADMIN AND GENERAL	3.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	jet packs	WATER	ADMIN AND GENERAL	35.01
	jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	jet packs	ELECTRIC FUND	ADMIN AND GENERAL	8.75
			TOTAL:	482.86
VON ESSEN TOWING	tire repair	GENERAL FUND	POLICE	48.00
			TOTAL:	48.00

===== FUND TOTALS =====

101	GENERAL FUND	17,890.45
211	LIBRARY FUND	1,601.82
217	COMMUNITY CENTER	6,544.06
460	HOUSING DISTRICT #20	113.02
601	WATER	4,028.30
602	WASTE WATER FUND	142,344.25
603	ENVIRON SERVICES FUND	35,660.12
604	ELECTRIC FUND	1,158.04
606	STORMWATER FUND	237.31
820	RESTRICTED CONTRIBUTIONS	18.32
830	MN RIVER VALLEY TRANSIT	182.90

GRAND TOTAL:	209,778.59
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TOTAL PAGES: 5

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A PLUS SECURITY, INC.	2/1-4/30 security system m	COMMUNITY CENTER	COMMUNITY CENTER	96.00
			TOTAL:	96.00
ADVANCED FIRST AID INC.	aed's	GENERAL FUND	POLICE	6,866.58
			TOTAL:	6,866.58
AG SPRAY EQUIPMENT	#918 sander nozzle	GENERAL FUND	STREETS	8.59
			TOTAL:	8.59
ALPHA WIRELESS COMMUNICATIONS CO	ltr radio maint.	GENERAL FUND	MUNICIPAL BUILDING	66.78
	ltr radio maint.	GENERAL FUND	PUBLIC WORKS ADMIN	93.49
	ltr radio maint.	WATER	ADMIN AND GENERAL	63.98
	ltr radio maint.	WASTE WATER FUND	ADMIN AND GENERAL	57.87
	ltr radio maint.	ELECTRIC FUND	ADMIN AND GENERAL	57.88
			TOTAL:	340.00
AQUA SOLUTIONS, INC	ro pump	WASTE WATER FUND	SOURCE/TREATMENT	90.20
			TOTAL:	90.20
BAKER & TAYLOR INC	1 year renewal on regular	LIBRARY FUND	LIBRARY	4,293.60
			TOTAL:	4,293.60
BATTERIES PLUS	bulb	ELECTRIC FUND	POWER DISTRIBUTION	12.75
			TOTAL:	12.75
RAOUL BLACKMAN	digital map/image scanning	ENVIRON SERVICES F	ADMIN AND GENERAL	32.30
			TOTAL:	32.30
BLUE EARTH COUNTY	mdt's	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BLUE EARTH COUNTY SHERIFF	cis-shared records 2019	GENERAL FUND	POLICE	8,427.00
	cis-mdc 2019	GENERAL FUND	POLICE	2,160.00
			TOTAL:	10,587.00
BROWN/NICOLLET COMMUNITY HEALTH SERVIC	concession stand yearly pe	COMMUNITY CENTER	COMMUNITY CENTER	130.00
			TOTAL:	130.00
C. EMERY NELSON, INC.	filters	WATER	PURIFICATION AND TREAT	5,767.20
	ro cleaner	WATER	PURIFICATION AND TREAT	2,683.44
			TOTAL:	8,450.64
CARGILL	salt	GENERAL FUND	STREETS	5,499.84
			TOTAL:	5,499.84
CINTAS FIRST AID & SAFETY	safety cabinets	GENERAL FUND	STREETS	6.41
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	11.35
	safety cabinets	GENERAL FUND	PARKS	5.13
	general supplies	LIBRARY FUND	LIBRARY	3.94
	safety cabinets	WATER	ADMIN AND GENERAL	2.57
	safety cabinets	WASTE WATER FUND	ADMIN AND GENERAL	2.57
	safety cabinets	ENVIRON SERVICES F	ADMIN AND GENERAL	2.56
	safety cabinets	ELECTRIC FUND	ADMIN AND GENERAL	6.41
			TOTAL:	40.94
COLE PAPERS INC	city hall supplies	GENERAL FUND	CITY ADMINISTRATION	78.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	powered air fresh	GENERAL FUND	CITY ADMINISTRATION	11.67
	city hall supplies	GENERAL FUND	CITY CLERK	78.78
	powered air fresh	GENERAL FUND	CITY CLERK	11.67
	city hall supplies	GENERAL FUND	FINANCE	52.53
	powered air fresh	GENERAL FUND	FINANCE	7.78
	city hall supplies	GENERAL FUND	POLICE	42.02
	powered air fresh	GENERAL FUND	POLICE	6.22
	city hall supplies	GENERAL FUND	BUILDING INSPECTOR	21.00
	powered air fresh	GENERAL FUND	BUILDING INSPECTOR	3.11
	city hall supplies	GENERAL FUND	PUBLIC WORKS ADMIN	10.51
	powered air fresh	GENERAL FUND	PUBLIC WORKS ADMIN	1.56
	city hall supplies	GENERAL FUND	ECONOMIC DEVT	5.25
	powered air fresh	GENERAL FUND	ECONOMIC DEVT	0.78
	city hall supplies	WATER	ADMIN AND GENERAL	47.27
	powered air fresh	WATER	ADMIN AND GENERAL	7.00
	bwtp floor cleaner	WATER	ADMIN AND GENERAL	209.52
	city hall supplies	WASTE WATER FUND	ADMIN AND GENERAL	47.26
	powered air fresh	WASTE WATER FUND	ADMIN AND GENERAL	6.98
	city hall supplies	ELECTRIC FUND	ADMIN AND GENERAL	141.80
	powered air fresh	ELECTRIC FUND	ADMIN AND GENERAL	21.00
			TOTAL:	812.49
CORE & MAIN LP	hyd. flg kit	WATER	DISTRIBUTION AND STORA	278.08
			TOTAL:	278.08
DITTRICH MECHANICAL & FABRICATION, INC	flanges skid #3	WATER	PURIFICATION AND TREAT	1,071.71
			TOTAL:	1,071.71
DVS RENEWAL	renewal of registration 2	GENERAL FUND	POLICE	34.00
			TOTAL:	34.00
EARL F ANDERSEN INC	sign brackets, rods tubes	GENERAL FUND	STREETS	886.35
			TOTAL:	886.35
ELECTRICAL & COMMUNICATION SPECIALISTS	hermel bldg - replace wire	STORMWATER FUND	ADMINISTRATION AND GEN	77.50
			TOTAL:	77.50
FASTENAL COMPANY	weld shop saw	GENERAL FUND	STREETS	46.60
	weld shop saw	GENERAL FUND	PARKS	46.60
	weld shop saw	WATER	DISTRIBUTION AND STORA	23.30
	weld shop saw	WASTE WATER FUND	SOURCE/TREATMENT	23.30
	weld shop saw	ENVIRON SERVICES F	REFUSE DISPOSAL	23.30
	weld shop saw	ELECTRIC FUND	POWER DISTRIBUTION	46.60
	screws	ELECTRIC FUND	POWER DISTRIBUTION	0.93
	magnetic power driver	STORMWATER FUND	TREATMENT	20.12
	weld shop saw	STORMWATER FUND	TREATMENT	23.29
			TOTAL:	254.04
GOPHER STATE ONE-CALL INC	2019 faccility operator fe	WATER	DISTRIBUTION AND STORA	16.66
	2019 faccility operator fe	WASTE WATER FUND	COLLECTOR/LIFT STAT	16.66
	2019 faccility operator fe	ELECTRIC FUND	POWER DISTRIBUTION	16.68
			TOTAL:	50.00
GRAYBAR ELECTRIC COMPANY INC	#450 shrink wrap, #443 sle	ELECTRIC FUND	NON-DEPARTMENTAL	478.02
	coil & 600vac	ELECTRIC FUND	POWER DISTRIBUTION	167.65
			TOTAL:	645.67

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GUSTAVUS ADOLPHUS COLLEGE	ci rebate	ELECTRIC FUND	NON-DEPARTMENTAL	36.00
	ci rebate	ELECTRIC FUND	NON-DEPARTMENTAL	<u>7,535.79</u>
			TOTAL:	7,571.79
HACH COMPANY	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	289.46
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	<u>43.29</u>
			TOTAL:	332.75
HAWKINS, INC.	azone 15 & caustic soda	WATER	PURIFICATION AND TREAT	<u>1,955.00</u>
			TOTAL:	1,955.00
HERMEL WHOLESALE	vending	COMMUNITY CENTER	COMMUNITY CENTER	<u>574.84</u>
			TOTAL:	574.84
HILLYARD/HUTCHINSON	cleaning supplies	LIBRARY FUND	LIBRARY	79.01
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	<u>316.05</u>
			TOTAL:	395.06
HORIZON COMMERCIAL POOL SUPPLY	mike k., scott z., horizon	GENERAL FUND	PARKS	<u>650.00</u>
			TOTAL:	650.00
IDEXX DISTRIBUTION, INC	fecal coliform	WASTE WATER FUND	SOURCE/TREATMENT	<u>153.91</u>
			TOTAL:	153.91
J HARLEN CO., INC.	pliers	ELECTRIC FUND	POWER DISTRIBUTION	144.37
	wrenches	ELECTRIC FUND	POWER DISTRIBUTION	<u>232.58</u>
			TOTAL:	376.95
THE J.P. COOKE CO.	dog lic.	GENERAL FUND	CITY CLERK	<u>148.87</u>
			TOTAL:	148.87
JAVENS MECHANICAL CONTRACTING CO.	vent pipe on 3 heaters	WATER	PURIFICATION AND TREAT	1,217.82
	bulk water discharge repai	WATER	DISTRIBUTION AND STORA	<u>475.65</u>
			TOTAL:	1,693.47
KENDELL DOORS & HARDWARE, INC.	padlock 4" shackle	GENERAL FUND	STREETS	44.40
	padlock 4" shackle	GENERAL FUND	PARKS	44.40
	padlock 4" shackle	WATER	DISTRIBUTION AND STORA	22.20
	padlock 4" shackle	WASTE WATER FUND	SOURCE/TREATMENT	22.20
	padlock 4" shackle	ENVIRON SERVICES F	REFUSE DISPOSAL	22.20
	padlock 4" shackle	ELECTRIC FUND	POWER DISTRIBUTION	44.40
	padlock 4" shackle	STORMWATER FUND	TREATMENT	<u>22.20</u>
			TOTAL:	222.00
JOSHUA KLASEUS	uniform allows.	GENERAL FUND	POLICE	<u>75.70</u>
			TOTAL:	75.70
LABELLE'S LESUEUR ALIGNMENT INC.	tire repair #140	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>15.75</u>
			TOTAL:	15.75
LAGER'S INC	#209 latch	GENERAL FUND	POLICE	<u>127.00</u>
			TOTAL:	127.00
LAWSON PRODUCTS, INC.	washers & screws	GENERAL FUND	STREETS	84.96
	washers & screws	GENERAL FUND	PARKS	84.96
	washers & screws	WATER	DISTRIBUTION AND STORA	42.48

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	washers & screws	WASTE WATER FUND	SOURCE/TREATMENT	42.48	
	washers & screws	ENVIRON SERVICES F	REFUSE DISPOSAL	42.48	
	washers & screws	ELECTRIC FUND	POWER DISTRIBUTION	84.96	
	washers & screws	STORMWATER FUND	TREATMENT	42.46	
			TOTAL:	424.78	
LEAGUE OF MINNESOTA CITIES	patrol subscription	GENERAL FUND	POLICE	1,350.00	
			TOTAL:	1,350.00	
LEAGUE OF MN CITIES INSURANCE TRUST	prop/casual insur.	MN RIVER VALLEY TR	INTERGOVERNMENTAL	20,386.00	
			TOTAL:	20,386.00	
LUBE-TECH & PARTNERS, LLC	oil	GENERAL FUND	STREETS	36.40	
	oil	GENERAL FUND	PARKS	36.40	
	oil	WATER	DISTRIBUTION AND STORA	18.20	
	oil	WASTE WATER FUND	SOURCE/TREATMENT	18.20	
	oil	ENVIRON SERVICES F	REFUSE DISPOSAL	18.20	
	oil	ELECTRIC FUND	POWER DISTRIBUTION	36.40	
	oil	STORMWATER FUND	TREATMENT	18.20	
			TOTAL:	182.00	
MENARDS	door sweep	ELECTRIC FUND	POWER DISTRIBUTION	42.76	
			TOTAL:	42.76	
METRO JANITORIAL SUPPLY INC.	cleaning supplies	LIBRARY FUND	LIBRARY	126.59	
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	506.36	
			TOTAL:	632.95	
MEYER SIGNWORKS	unit # decals	GENERAL FUND	STREETS	10.00	
	unit # decals	GENERAL FUND	PARKS	20.00	
			TOTAL:	30.00	
MISC VENDOR	ANDERSON, ELLIE	volleyball referee	GENERAL FUND	RECREATION/LEISURE SER	82.50
	ARNST, ERIN	volleyball referee	GENERAL FUND	RECREATION/LEISURE SER	77.00
	BARCLAY, JOHN	fuel for transit bus	MN RIVER VALLEY TR	INTERGOVERNMENTAL	68.23
	GREJTAK, ALLEY	volleyball referee	GENERAL FUND	RECREATION/LEISURE SER	77.00
	MOBOTREX	#757 signal light covers	ELECTRIC FUND	NON-DEPARTMENTAL	180.00
	MORRIS, GRAYLYN	family magic show	LIBRARY FUND	LIBRARY	275.00
	NGO, ONNAPHA	2019 intern student	GENERAL FUND	FINANCE	500.00
	RYDHOLM, ANDERS	over paid rental	GENERAL FUND	NON-DEPARTMENTAL	36.00
			TOTAL:	1,295.73	
MN DEPT OF LABOR & INDUSTRY	boiler lic.	LIBRARY FUND	LIBRARY	5.00	
	boiler lic.	COMMUNITY CENTER	COMMUNITY CENTER	5.00	
			TOTAL:	10.00	
MN DEPT OF PUBLIC SAFETY	facility #15756 right-to-k	ELECTRIC FUND	ADMIN AND GENERAL	25.00	
			TOTAL:	25.00	
MN DEPT OF TRANSPORTATION	landscape-mike scott mark	GENERAL FUND	PARKS	160.00	
			TOTAL:	160.00	
MN MUNICIPAL UTILITIES ASSOCIATION	safety mtg. prog. 1st qtr	GENERAL FUND	FIRE	162.16	
	safety mtg. prog. 1st qtr	GENERAL FUND	PUBLIC WORKS ADMIN	971.66	
	safety mtg. prog. 1st qtr	GENERAL FUND	STREETS	972.36	
	safety mtg. prog. 1st qtr	GENERAL FUND	PARKS	972.99	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	safety mtg. prog. 1st qtr	COMMUNITY CENTER	COMMUNITY CENTER	486.52
	safety mtg. prog. 1st qtr	WATER	ADMIN AND GENERAL	648.67
	safety mtg. prog. 1st qtr	WASTE WATER FUND	ADMIN AND GENERAL	972.36
	safety mtg. prog. 1st qtr	ENVIRON SERVICES F	ADMIN AND GENERAL	162.15
	'19 elec. utility dues 1st	ELECTRIC FUND	ADMIN AND GENERAL	4,369.50
	safety mtg. prog. 1st qtr	ELECTRIC FUND	ADMIN AND GENERAL	810.83
	safety mtg. prog. 1st qtr	ELECTRIC FUND	ADMIN AND GENERAL	750.00
	safety mtg. prog. 1st qtr	STORMWATER FUND	ADMINISTRATION AND GEN	486.52
			TOTAL:	11,765.72
MN PARK & SPORTS TURF MANAGERS ASSOCIA	mgrs assoc. fee 5 members	GENERAL FUND	PARKS	235.00
			TOTAL:	235.00
MN POLLUTION CONTROL AGENCY	ww conf jeff tom fred bria	WASTE WATER FUND	ADMIN AND GENERAL	1,560.00
			TOTAL:	1,560.00
MN TRANSPORTATION ALLIANCE	2019 membership dues	GENERAL FUND	STREETS	455.00
			TOTAL:	455.00
PETE MOULTON	wellness-msu hockey ticket	RESTRICTED CONTRIB	CITY ADMINISTRATION	240.00
			TOTAL:	240.00
MVTL LABORATORIES INC	wwtf mercury study	WASTE WATER FUND	SOURCE/TREATMENT	326.50
	wwtf salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	132.60
			TOTAL:	459.10
NICKLASSON ATHLETIC COMPANY	basketball nets & rim	COMMUNITY CENTER	COMMUNITY CENTER	491.75
			TOTAL:	491.75
NICOLLET COUNTY BANK	2017a water rev bd	WATER	NON-DEPARTMENTAL	45,000.00
	2017a water rev bd	WATER	INTEREST EXPENSE	6,187.50
			TOTAL:	51,187.50
NICOLLET COUNTY SOCIAL SERVICES	refund to gage wiegert	GENERAL FUND	NON-DEPARTMENTAL	50.00
	refund to hannah jo granpm	GENERAL FUND	NON-DEPARTMENTAL	2.00
			TOTAL:	52.00
NORTH CENTRAL INTERNATIONAL	#44 filter kit	GENERAL FUND	STREETS	78.29
			TOTAL:	78.29
NUSS TRUCK & EQUIPMENT	#112 side marking	GENERAL FUND	STREETS	15.30
			TOTAL:	15.30
PEPSI-COLA OF MANKATO INC	vending	COMMUNITY CENTER	COMMUNITY CENTER	420.51
			TOTAL:	420.51
PRESIDIO NETWORKED SOLUTIONS GROUP, LL	firewall renewal for lapto	WATER	ADMIN AND GENERAL	155.00
			TOTAL:	155.00
RIVER BEND BUSINESS PRODUCTS	date stamp	GENERAL FUND	CITY ADMINISTRATION	75.98
			TOTAL:	75.98
KEITH RUFFING	batteries	GENERAL FUND	POLICE	21.74
			TOTAL:	21.74
SHOPKO STORES OPERATING CO., LLC	armorall	GENERAL FUND	STREETS	7.19

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	armorall	GENERAL FUND	PARKS	7.19
	armorall	WATER	DISTRIBUTION AND STORA	3.60
	armorall	WASTE WATER FUND	SOURCE/TREATMENT	3.60
	armorall	ENVIRON SERVICES F	REFUSE DISPOSAL	3.60
	armorall	ELECTRIC FUND	POWER DISTRIBUTION	7.19
	armorall	STORMWATER FUND	TREATMENT	3.59
			TOTAL:	35.96
SOUTHWEST MN CHAPTER OF ICC	membership dues	GENERAL FUND	BUILDING INSPECTOR	150.00
			TOTAL:	150.00
ST PETER COMMUNITY & FAMILY EDUCATION	wniter brochures print & g	GENERAL FUND	RECREATION/LEISURE SER	1,070.67
			TOTAL:	1,070.67
ST PETER FIREFIGHTERS RELIEF	MRVT advertising	MN RIVER VALLEY TR	INTERGOVERNMENTAL	325.00
			TOTAL:	325.00
STAPLES ADVANTAGE	pads & pens	GENERAL FUND	STREETS	52.90
	return	GENERAL FUND	STREETS	4.79-
	pads & pens	GENERAL FUND	PARKS	42.32
	return	GENERAL FUND	PARKS	3.83-
	pads & pens	WATER	ADMIN AND GENERAL	21.16
	return	WATER	ADMIN AND GENERAL	1.92-
	pads & pens	WASTE WATER FUND	ADMIN AND GENERAL	21.16
	return	WASTE WATER FUND	ADMIN AND GENERAL	1.92-
	pads & pens	ENVIRON SERVICES F	ADMIN AND GENERAL	21.17
	return	ENVIRON SERVICES F	ADMIN AND GENERAL	1.92-
	pads & pens	ELECTRIC FUND	ADMIN AND GENERAL	52.90
	return	ELECTRIC FUND	ADMIN AND GENERAL	4.79-
			TOTAL:	192.44
STREICHER'S	uniform allow.	GENERAL FUND	POLICE	91.98
			TOTAL:	91.98
SUNRISE ASEMBLY CHURCH	gymnasium space	GENERAL FUND	RECREATION/LEISURE SER	50.00
			TOTAL:	50.00
TIGERDIRECT.COM	ssd drive for testing	GENERAL FUND	FINANCE	172.19
	new laptop and carry case	GENERAL FUND	ECONOMIC DEVMT	583.38
	back ups for fresh water	WATER	ADMIN AND GENERAL	285.87
	receipt printer	WATER	CUSTOMER ACCOUNTS	79.86
	receipt printer	WASTE WATER FUND	CUSTOMER ACCOUNTS	79.86
	receipt printer	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	79.86
	receipt printer	ELECTRIC FUND	CUSTOMER ACCOUNTS	79.86
			TOTAL:	1,360.88
MATT ULMAN	regional chiefs meeting	GENERAL FUND	FIRE	67.23
			TOTAL:	67.23
UNIVAR USA INC.	sodium metabsulfite	WATER	PURIFICATION AND TREAT	2,499.00
			TOTAL:	2,499.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND	34,884.88		
211	LIBRARY FUND	4,783.14		
217	COMMUNITY CENTER	3,027.03		
601	WATER	68,780.82		
602	WASTE WATER FUND	3,908.54		
603	ENVIRON SERVICES FUND	405.90		
604	ELECTRIC FUND	15,377.47		
606	STORMWATER FUND	693.88		
820	RESTRICTED CONTRIBUTIONS	240.00		
830	MN RIVER VALLEY TRANSIT	20,794.98		

	GRAND TOTAL:	152,896.64		

TOTAL PAGES: 7

COUNCIL BILL LIST TOTAL
FOR 12/26/18 & 01/28/19

0

FUND TOTALS

101	GENERAL FUND	52,775.33
201	PROPERTY INSURANCE	
211	LIBRARY FUND	6,384.96
213	Public Access	-
217	COMMUNITY CENTER	9,571.09
230	REVOLVING LOAN FUND	-
262	TRAV. GREEN SPEC HOME CONS	-
401	PERM IMPROVEMENT REVOLVING	-
404	PARK LAND DEDICATION	-
460	HOUSING DISTRICT #20	113.02
476	2016 EQUIPMENT CERTIFICAT	-
478	2018 EQUIPMENT CERTIFICAT	-
601	WATER	72,809.12
602	WASTE WATER FUND	146,252.79
603	ENVIRON SERVICES FUND	36,066.02
604	ELECTRIC FUND	16,535.51
606	STORMWATER FUND	931.19
610	HEARTLAND TRANSIT	-
627	MEDICAL CAMPUS	-
820	RESTRICTED CONTRIBUTIONS	258.32
824	YOUTH CENTER GRANT	-
830	MN RIVER VALLEY TRANSIT	20,977.88

GRAND TOTAL: \$ 362,675.23

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2019 -

STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)

RESOLUTION APPROVING CONSENT AGENDA

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

1. The following budgeted purchases in excess of \$10,000 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Eaton/Cannon	500 RF Gen 2 Water Nodes	\$49,980.00	Water
Graymont	High Calcium QuickLime	\$28,397.50	Wastewater
SMC	890 Tons 1/4" Quartzite Stone	\$24,900.00	General

2. The following license applications are approved contingent upon payment of the licensing fee and compliance with State and local regulations:

Temporary On Sale Liquor

Nicollet County Pheasants Forever	400 Union	4/13/19
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Temporary Gambling

Nicollet County Pheasants Forever	400 Union	4/13/19
St. Peter Ambassadors	229 Nassau	3/17/19

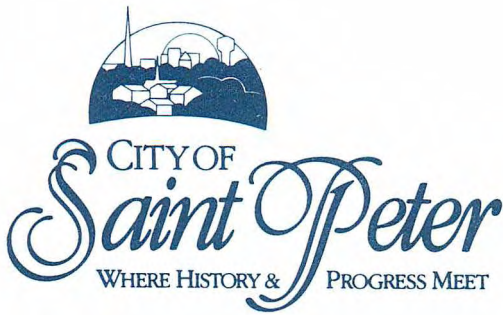
3. A donation in the amount of \$86,981.05 is hereby accepted with the stipulation that the funds shall be restricted for youth sports.
4. The schedule of disbursements for January 10, 2019 through January 23, 2019 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 28th day of January, 2019.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/25/19

FROM: Sally Vogel
Director of Finance

RE: Revised 2019 Final Levy Resolution

ACTION/RECOMMENDATION

Approve the attached resolution which corrects two errors made in your Levy Certification Resolution 181 from December of 2018.

BACKGROUND

Two errors were made in the total levy amount \$2,988,590 in the Resolution 2018-182 approved on December 10, 2018 was correct. There were two errors in the action part of the resolution that need to be corrected before the County will certify the levy.

Item #2 needs to be corrected to \$283,640 and an additional item, #12 Sidewalks, needs to be added in the amount of \$50,000. The changes are recommended as follows:

- 2) for the purpose of defraying the cost of operating the Saint Peter Public Library for the year commencing January 1, 2019, a tax of \$ 283,640 be levied on all of the taxable property in the City of Saint Peter for the year 2019. This one was simply a cut and paste error on our part
- 12) for the purpose of sidewalk improvement for the year commencing January 1, 2019, a tax of \$50,000 be levied on all taxable property in the City of Saint Peter for the year 2019. We have use this in the past for this planned activity and was left of the final resolution.

FISCAL IMPACT:

The overall total levy of \$2,988,590 will not change, however, the categorized numbers need to be corrected. There is no fiscal impact and no change to the overall tax levy or rate in making these corrections.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for additional direction but a significant delay may mean the County would be forced to use the incorrect categorical splits to meet their time lines. They have been gracious in extending us this time to make the correction. While this would not change tax statements for payers it does mess up the books a bit.

Negative vote. I am not exactly sure what would happen as the standing or current resolution is incorrect. No action means that the current Resolution still stands as your levy and it may mean the County would be forced to use the incorrect categorical splits to meet their timelines. They have been gracious in extending us this time to make the correction. While this would not change tax statements for payers it does mess up the books a bit.

Modification of the Resolution. This is always an option of the Council; however, this is meant to be a corrective action and not an opportunity to make modification to the overall tax levy, categories or make other change that fall outside of the statutory timeline for submittal of the final levy. From a Staff perspective we are being allowed to fix two errors not make changes.

Please feel free to contact me with any questions or concerns on this agenda item.

SV/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2019 -

**STATE OF MINNESOTA)
COUNTY OF NICOLLET
CITY OF SAINT PETER)**

**RESOLUTION RESCINDING RESOLUTION NO. 2018-182 AND ADOPTING FINAL 2018 TAX
LEVY COLLECTIBLE IN 2019**

WHEREAS, the Legislature of the State of Minnesota has enacted a Truth in Taxation law requiring cities with populations of more than 2,500 to certify a proposed tax levy for 2018, payable in 2019, to the County Auditor by September 30, 2018; and

WHEREAS, that levy was certified and set at a total levy of \$3,011,140; and

WHEREAS, the final tax levy of 2018, payable in 2019, must be certified to the County Auditor by December 28, 2018, and cannot exceed the amounts proposed in September 2018; and

WHEREAS, in the further development and examination of the budgets after the September certification, the recommendation is to reduce the levy to \$2,988,590; and

WHEREAS, the original Resolution No. 2018-182 contained incorrect information; and

WHEREAS, Nicollet County has requested a corrected resolution reflecting the appropriate numbers.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

1. Resolution No. 2018-182 is hereby rescinded.
2. The following sums of money be certified to the County Auditor of Nicollet County, Minnesota, as the final tax levy for 2018, collectible in 2019, upon the taxable property in said City of Saint Peter, Nicollet County, Minnesota, that:
 - 1) for the purpose of paying the general expenses of the City of Saint Peter for the fiscal year commencing January 1, 2019, a tax of \$ 1,892,625 be levied on all of the taxable property in the City of Saint Peter for the year 2019.
 - 2) for the purpose of defraying the cost of operating the Saint Peter Public Library for the year commencing January 1, 2019, a tax of \$ 283,640 be levied on all of the taxable property in the City of Saint Peter for the year 2019.
 - 3) for the purpose of defraying the cost of operating the Saint Peter Fire Relief for the year commencing January 1, 2019, a tax of \$ 0 be levied on all of the taxable property in the City of Saint Peter for the year 2019.
 - 4) for the purpose of defraying the cost of the 2013 Fire Truck Equipment Certificates of Indebtedness for the year commencing January 1, 2019, a tax of \$

98,345 be levied on all taxable property in the City of Saint Peter for the year 2019.

- 5) for the purpose of defraying the cost of the 2015 Equipment Certificates of Indebtedness for the year commencing January 1, 2019, a tax of \$ 49,980 be levied on all taxable property in the City of Saint Peter for the year 2019.
- 6) for the purpose of defraying the cost of the 2016 Equipment Certificates of Indebtedness for the year commencing January 1, 2019, a tax of \$ 81,400 be levied on all taxable property in the City of Saint Peter for the year 2019.
- 7) for the purpose of defraying the cost of the 2017 Equipment Certificates of Indebtedness for the year commencing January 1, 2019, a tax of \$ 65,000 be levied on all taxable property in the City of Saint Peter for the year 2019.
- 8) for the purpose of defraying the cost of the 2018 Equipment Certificates of Indebtedness for the year commencing January 1, 2019, a tax of \$ 61,000 be levied on all taxable property in the City of Saint Peter for the year 2019.
- 9) for the purpose of defraying the cost of the 2019 Equipment Certificates of Indebtedness for the year commencing January 1, 2019, a tax of \$ 103,100 be levied on all taxable property in the City of Saint Peter for the year 2019.
- 10) for the purpose of defraying the cost of the 2001 Public Project Revenue Bond (St. Peter Community Center) for the year commencing January 1, 2019, a tax of \$ 286,500 be levied on all taxable property in the City of Saint Peter for the year 2019.
- 11) for the purpose of tax abatement for the fiscal year commencing January 1, 2019, a tax of \$ 17,000 be levied on all of the taxable property in the City of Saint Peter for the year 2019.
- 12) for the purpose of sidewalk improvement for the year commencing January 1, 2019, a tax of \$50,000 be levied on all taxable property in the City of Saint Peter for the year 2019.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of January 2019.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

**DDA****David Drown Associates, Inc.
Public Finance Advisors**

Cologne Office:
10555 Orchard Road
Cologne, MN 55322
Phone: (952) 356-2992
shannon@daviddrown.com

January 17, 2019

City of Saint Peter
Todd Prafke, City Administrator
Sally Vogel, Director of Finance
227 South Front Street
Saint Peter, MN 56082

RE: Resolution Amending Healthcare Revenue Note, Series 2018C

Honorable Mayor, Council members, Administrator Prafke, and Director Vogel:

Construction of the River's Edge expansion project has been financed through a series of notes based on the need to have construction lending until the City is able to close on the Rural Development Loan, and to meet Rural Development's requirement to include private lending in the funding mix.

The private lending requirement was met through the issuance of the 2018C Healthcare Revenue Note which was used to finance \$5 million in project costs. The note was issued as a taxable obligation as the City exceeded \$10 million in debt issued in 2018, which meant that the 2018C note could not be issued tax exempt and bank qualified.

Because of those factors the 2018C note was issued with terms that allowed for a conversion to a tax-exempt note in 2019. The enclosed resolution provides for the issuance of the tax-exempt note which will replace the taxable funding provided in 2018. The net result is a lower interest payment over the life of this obligation.

At closing on the 2018C taxable Note the interest rate was 4.75% and adjusted daily based on Wall Street Journal Prime Rate minus .25 (currently 5.25%). Upon closing on the tax-exempt note, the interest rate will be adjusted to a rate per annum equal to the sum of the 10-year Treasury Rate plus 2.75, multiplied by .67. That rate established at closing will remain fixed until the reset date (10-yrs) at which time the interest rate will be recalculated using the same parameters. In no event shall the interest rate be less than the rate established at the conversion date (2/7/19), and no more than the rate established at the conversion date plus 4.25%. Based on the 10-year Treasury Rate as of 1/16/2019 the interest rate for the initial term would have been fixed at 3.67%.

Enclosed for Council consideration is a resolution that authorizes the amendment of the Healthcare Revenue Note, Series 2018C which ultimately provides for the conversion of the note from a taxable to a tax-exempt obligation. I would recommend that the Council approve the attached resolution as it will result in lower interest payments over the life of the 2018C note.

Thank you for your time and consideration of this material. Please feel free to contact me if I can be of any assistance in answering questions regarding the information provided.

Sincerely,

A handwritten signature in black ink, reading "Shannon Sweeney". The signature is written in a cursive, flowing style.

Shannon Sweeney, Associate
David Drown Associates, Inc.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2018 -

**STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)**

**RESOLUTION PROVIDING FOR THE ISSUANCE OF AN AMENDED AND RESTATED
HEALTHCARE REVENUE NOTE (RIVER'S EDGE HOSPITAL PROJECT), SERIES 2018C
AND AUTHORIZING EXECUTION OF RELATED DOCUMENTS**

WHEREAS, WHEREAS, the City of Saint Peter, Minnesota (the "Issuer") is, by the Constitution and the laws of the State of Minnesota, including Minnesota Statutes, Sections 447.45 to 447.50, as amended, and Chapter 475 (collectively, the "Act"), authorized to issue and sell its bonds to finance the acquisition and betterment of hospital, nursing home, and related medical facilities; and

WHEREAS, the Board of Commissioners of River's Edge Hospital and Clinic (the "System"), an enterprise operation of the Issuer, has previously requested that the Issuer issue and sell its Healthcare Revenue Note (River's Edge Hospital Project), Series 2018C (the "Note"), pursuant to Resolution No. 2018-105 adopted on July 9, 2018, as it may be supplemented by this resolution and from time to time (the "Resolution"), a Loan and Purchase Agreement dated August 10, 2018 (the "Loan Agreement") by and between the Issuer and Peoples Bank Midwest (the "Purchaser"), and the Act to (i) finance the construction and renovation of the System's Hospital located at 1900 North Sunrise Drive in Saint Peter, Minnesota, including (a) a 33,500 square foot addition to house the new emergency department, pharmacy, and 25 patient rooms, and (b) the renovation of approximately 40,000 square feet to expand the surgical department and construct a new kitchen and dining area (collectively, the "Project"); (ii) pay capitalized interest on the Note; and (iii) pay the costs of issuance of the Note; and

WHEREAS, the Issuer has retained David Drown Associates, Inc. as an independent financial advisor in the negotiated sale of the Note pursuant to Minnesota Statutes, Section 475.60, Subdivision 2(9); and

WHEREAS, pursuant to the Loan Agreement, the conditions precedent for conversion of the Note from a taxable note to a tax-exempt note have been or will be satisfied on or before February 7, 2019.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, MINNESOTA (THE "ISSUER"), AS FOLLOWS:

1. Findings. It is hereby found, determined and declared that:

(a) The Issuer is a municipal corporation and a political subdivision of the State of Minnesota and is authorized under the Act to issue and sell the Note for the purpose, in the manner, and upon the terms and conditions set forth in the Act and in this Resolution.

(b) The Project constitutes the acquisition and betterment of a hospital and related medical facilities under the Act.

(c) There is no litigation pending or, to the best of its knowledge, threatened against the Issuer relating to the Note, the Loan Agreement, the Mortgage, or the Disbursing Agreement or questioning the due organization of the Issuer, or the powers or authority of the Issuer to issue the Note and undertake the transactions contemplated hereby.

(d) The execution, delivery, and performance of the Issuer's obligations under the Note, the Loan Agreement, the Mortgage, and the Disbursing Agreement do not and will not violate any order of any court or other agency of government of which the Issuer is aware or in which the Issuer is a party, or any indenture, agreement or other instrument to which the Issuer is a party or by which it or any of its property is bound, or be in conflict with, result in a breach of, or constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument.

(e) It is desirable that the Note be issued by the Issuer upon the terms set forth herein and in the Loan Agreement, under the provisions of which the Issuer irrevocably pledges the Gross Revenues (as defined in the Loan Agreement) of the System to the payment of the Note.

(f) Under the provisions of the Act, and as provided in the Loan Agreement, the Note is not to be payable from or charged upon any funds of the Issuer other than the Gross Revenues of the System and certain other amounts which are pledged hereby to the payment thereof; no owners of the Note shall ever have the right to compel the exercise of the taxing power of the Issuer to pay the Note or the interest thereon, nor to enforce payment thereof against any property of the Issuer (other than the Gross Revenues of the System and certain other amounts); the Note shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the Issuer; and the Note issued under this Resolution shall effectively recite that such Note, including interest thereon, shall not constitute or give rise to a charge against the general credit or taxing powers of the Issuer.

2. The Note.

(a) Authorized Amount and Form of Note. The Note has been previously approved and delivered and shall be amended and restated and issued and replaced pursuant to this Resolution in substantially the form submitted to the City Council with such appropriate variations, omissions, and insertions as are necessary and appropriate and are permitted or required by this Resolution, and supplements hereto, and in accordance with the further provisions hereof and the Loan Agreement; and the total aggregate principal amount of the Note that may be outstanding hereunder is expressly limited to \$5,000,000, unless a duplicate Note is issued pursuant to Section 2(g). The Note shall bear interest at a rate as set forth in the Note. Issuance of a replacement Note may be made pursuant to a supplemental resolution of the City Council meeting the requirements herein and in the Loan Agreement.

(b) The Note. The Note was originally dated August 10, 2018 and the replacement Note shall be dated as of the date of delivery to the Lender, shall be payable at the times and in the manner, shall bear interest at the rate, and shall be subject to such other terms and conditions as are set forth therein.

(c) Execution. The Note, including any replacement Note, shall be executed on behalf of the Issuer by the signatures of its Mayor and the City Administrator and shall be sealed with the seal of the Issuer; provided that the seal may be intentionally omitted as provided by law. In case any officer whose signature shall appear on the Note shall cease to be such officer

before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. In the event of the absence or disability of the Mayor or the City Administrator such officers of the Issuer as, in the opinion of the City Attorney, may act in their behalf, shall without further act or authorization of the City Council execute and deliver the Note.

(d) Delivery of Replacement Note. Before delivery of the replacement Note there shall be filed with the Purchaser (except to the extent waived by the Purchaser) items required by Section 3.7 of the Loan Agreement.

(e) Disposition of Proceeds of the Note. Upon satisfying the requirements in the Loan Agreement and the Disbursing Agreement, the Purchaser shall disburse the proceeds of the Note for costs of the Project, including capitalized interest, and payment of certain costs of issuance of the Note.

(f) Registration of Transfer. The Issuer will cause to be kept at the office of the City Administrator a Note Register in which, subject to such reasonable regulations as it may prescribe, the Issuer shall provide for the registration of transfers of ownership of the replacement Note. The replacement Note shall be initially registered in the name of the Purchaser and shall be transferable upon the Note Register by the Purchaser in person or by its agent duly authorized in writing, upon surrender of the Note together with a written instrument of transfer satisfactory to the Issuer Administrator, duly executed by the Purchaser or its duly authorized agent. The following form of assignment shall be sufficient for said purpose.

For value received _____ hereby sells, assigns and transfers unto _____ the within Note of the City of Saint Peter, Minnesota, and does hereby irrevocably constitute and appoint _____ attorney to transfer said Note on the books of such City with full power of substitution in the premises. The undersigned certifies that the transfer is made in accordance with the provisions of Section 2(i) of the Resolution authorizing the issuance of the Note.

Dated:

Registered Owner

Upon such transfer the City Administrator shall note the date of registration and the name and address of the new holder in the applicable Note Register and in the registration blank appearing on the Note.

(g) Mutilated, Lost or Destroyed Note. In case a Note issued hereunder shall become mutilated or be destroyed or lost, the Issuer shall, if not then prohibited by law, cause to be executed and delivered, a new Note of like outstanding principal amount, number and tenor in exchange and substitution for and upon cancellation of such mutilated Note, or in lieu of and in substitution for such Note destroyed or lost, upon the Purchaser's paying the reasonable expenses and charges of the Issuer in connection therewith, and in the case of a Note destroyed or lost, the filing with the Issuer of evidence satisfactory to the Issuer with indemnity satisfactory to it. If the mutilated, destroyed or lost Note has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Note prior to payment.

(h) Ownership of Note. The Issuer may deem and treat the person in whose name a Note is last registered in the Note Register and by notation on the Note whether or not such Note shall be overdue, as the absolute owner of such Note for the purpose of receiving payment of or on account of the Principal Balance, redemption price or interest and for all other purposes whatsoever, and the Issuer shall not be affected by any notice to the contrary.

(i) Limitation on Note Transfers. The Note will be issued to an "accredited investor" and without registration under state or other securities laws, pursuant to an exemption for such issuance; and accordingly the Note may not be assigned or transferred in whole or part, nor may a participation interest in the Note be given pursuant to any participation agreement, except to another "accredited investor" or "financial institution" in accordance with an applicable exemption from such registration requirements and with full and accurate disclosure of all material facts to the prospective purchaser(s) or transferee(s).

(j) Issuance of a New Note. Subject to the provisions of Section 2(i), the Issuer shall, at the request of the Purchaser, issue a new note, in aggregate outstanding principal amount equal to that of the Note surrendered, and of like tenor except as to number, principal amount, and the amount of the periodic installments payable thereunder, and registered in the name of the Purchaser or such transferee as may be designated by the Purchaser.

3. General Covenants.

(a) Payment of Principal and Interest. The Issuer covenants that it will promptly pay or cause to be paid the principal of and interest on the Note at the place, on the dates, solely from the source, and in the manner provided herein, in the Loan Agreement, and in the Note. The principal and interest are payable solely from and secured by revenues and proceeds pledged pursuant to the Loan Agreement including the Gross Revenues, which revenues and proceeds are hereby specifically pledged to the payment thereof in the manner and to the extent specified in the Note and the Loan Agreement; and nothing in the Note or in this Resolution shall be considered as assigning, pledging, or otherwise encumbering any other funds or assets of the Issuer.

(b) Performance of and Authority for Covenants. The Issuer covenants that it will faithfully perform at all times any and all covenants, undertakings, stipulations and provisions contained in the Resolution, in the Note executed, authenticated, and delivered hereunder, and in all proceedings of the City Council pertaining thereto; that it is duly authorized under the Constitution and laws of the State of Minnesota including particularly and without limitation the Act, to issue the Note authorized hereby and to pledge the Gross Revenues in the manner and to the extent set forth in the Resolution, the Note, and the Loan Agreement; that all action on its part for the issuance of the Note and for the execution and delivery thereof has been duly and effectively taken; and that the Note in the hands of the Purchaser is and will be a valid and enforceable special limited obligation of the Issuer according to the terms thereof.

(c) Nature of Security. Notwithstanding anything contained in the Note, the Loan Agreement, or any other document referred to in Section 2(d) to the contrary, under the provisions of the Act, the Note may not be payable from or be a charge upon any funds of the Issuer other than the revenues and proceeds pledged to the payment thereof, nor shall the Issuer be subject to any liability thereon, nor shall the Note otherwise contribute or give rise to a pecuniary liability of the Issuer or, to the extent permitted by law, any of the Issuer's officers, employees, and agents. No holder of the Note shall ever have the right to compel any exercise of the taxing power of the Issuer to pay the Note or the interest thereon, or to enforce payment

thereof against any property of the Issuer other than the revenues pledged hereunder and under the Loan Agreement; and the Note shall not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the Issuer; and the Note shall not constitute a debt of the Issuer within the meaning of any constitutional or statutory limitation; but nothing in the Act impairs the rights of the Purchaser to enforce the covenants made for the security thereof as provided in this Resolution, the Loan Agreement, and the Act, and by authority of the Act, the Issuer has made the covenants and agreements herein for the benefit of the Purchaser; provided that in any event, the agreement of the Issuer to perform the covenants and other provisions contained in the Note and the Loan Agreement shall be subject at all times to the availability of Gross Revenues sufficient to pay all costs of such performance or the enforcement thereof, and the Issuer shall not be subject to any personal or pecuniary liability thereon.

4. **Qualified Tax Exempt Obligation.** In order to qualify the replacement Note as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), the Issuer hereby makes the following factual statements and representations;

(a) the Note is not treated as a "private activity bond" under Section 265(b)(3) of the Code;

(b) the Issuer hereby designates the replacement Note as a qualified tax-exempt obligation for purposes of Section 265(b)(3) of the Code;

(c) the reasonably anticipated amount of tax-exempt obligations (other than obligations described in clause (ii) of Section 265(b)(3)(C) of the Code) which will be issued by the Issuer (and all entities whose obligations will be aggregated with those of the Issuer) during the calendar year 2019 will not exceed \$10,000,000;

(d) not more than \$10,000,000 of obligations issued by the Issuer during the calendar year 2019 have been designated for purposes of Section 265(b)(3) of the Code; and

(e) the aggregate face amount of the replacement Note does not exceed \$10,000,000.

5. **Miscellaneous.**

(a) **Severability.** If any provision of the Resolution shall be held or deemed to be or shall, in fact, be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all jurisdictions or in all cases because it conflicts with any provisions of any constitution or statute or rule or public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained invalid, inoperative, or unenforceable to any extent whatever. The invalidity of any one or more phrases, sentences, clauses or paragraphs in this Resolution contained shall not affect the remaining portions of this Resolution or any part thereof.

(b) **Authentication of Transcript.** The officers of the Issuer are directed to furnish to Bond Counsel certified copies of the Resolution and all documents referred to herein, and affidavits or certificates as to all other matters which are reasonably necessary to evidence the validity of the Note. All such certified copies, certificates and affidavits, including any heretofore furnished, shall constitute recitals of the Issuer as to the correctness of all statements contained therein.

(c) Authorization to Execute Agreements. The Mayor and the City Administrator of the Issuer are authorized to execute such documents as Bond Counsel considers appropriate in connection with the issuance of the replacement Note, in the name of and on behalf of the Issuer. In the event of the absence or disability of the Mayor or the City Administrator such officers of the Issuer as, in the opinion of the City Attorney, may act on their behalf, shall without further act or authorization of the City Council do all things and execute all instruments and documents required to be done or executed by such absent or disabled officers. The execution of any instrument by the appropriate officer or officers of the Issuer herein authorized shall be conclusive evidence of the approval of such documents in accordance with the terms hereof.

(d) Prior Actions. All other actions of the officials, council members, officers, agents, and employees of the Issuer taken in conformity with the purpose and intent of the foregoing preambles and resolutions in furtherance of the issuance of the replacement Note and the consummation of the transactions contemplated herein and by the Loan Agreement, are hereby in all respects ratified, approved, and confirmed.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of January, 2018.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/25/19

FROM: Russ Wille
Community Development Director

RE: Bed and Breakfast – Proposed Regulations

ACTION/RECOMMENDATION

Adopt the attached ordinance amending the zoning ordinance as it regulates Vacation Rental by Owner (Bed and Breakfast) operations as recommended by the Planning and Zoning Commission.

BACKGROUND

The Saint Peter Zoning Ordinance defines a Bed & Breakfast within Section 24-15, General Description of Commercial Use Types:

- (36) *Visitor Habitation: Establishments primarily engaged in the provision of lodging services on less than weekly basis with incidental food, drink and other sales and services intended for the convenience of guests. The following are visitor habitation use types:*
- a. Bed and Breakfast: An owner-occupied dwelling designed and utilized as a single-family residence, managed by the property's owner, and having bedroom accommodations and dining provisions, served in the owner's private dining room or kitchen for those accommodated as paying guests.*
 - b. Campground: Campground facilities providing camping or parking areas and incidental services for travelers in recreational vehicles or tents. Typical uses include recreational vehicle parks.*
 - c. Hotel/Motel: Lodging services involving the provision of room or board. Typical uses include hotels, motels and transient boarding houses.*

There have been at least three (3) Vacation Rental by Owner operations in Saint Peter that have being advertised via Airbnb, an internet based reservation system for bed and breakfast establishments. It appears that not one of the three is being operated within an owner-occupied structure as required by the zoning ordinance.

As the Council discussed the matter at previous workshops, the council members expressed a desire to allow such - Vacation Rental by Owners who do not occupy operations subject to certain conditions and regulations.

Based upon the City Council comments from the workshop, I prepared an outline of proposed regulations differentiating between owner-occupied and owner not occupying operations. The rules would allow an owner-occupied Vacation Rental by Owner operations as a permitted use within any residentially zoned district. Not owner occupied Vacation Rental by Owner operations would be allowed as a Conditional Use Permit within the residentially zoned districts.

A Conditional Use Permit would require a public hearing and mailed notice of the hearing to all property owners within 350 feet. The proposed use would be reviewed based upon the seventeen standards contained in the zoning code. The use could be permitted subject to certain conditions or it could be approved unconditionally. The conditions imposed would need to be implemented to avoid or eliminate conflicts between the Vacation Rental by Owner operation and neighboring uses of land.

In rare instances, where no conditions could be imposed to negate a land use conflict, the Conditional Use Permit could be denied. A permit could also be revoked and penalties assessed if the Vacation Rental by Owner fails to conform to the conditions imposed by the permit.

At the time of their previous review, the City Council suggested that the outlined regulations were appropriate. I was directed to assemble the current Vacation Rental by Owner operators to discuss the draft rules and explain the Conditional Use Permit process.

I met with all three of the current operators last April at the Community Center.

The three operators suggested that the business has not been as robust as anticipated. At that time each suggested that they are not certain that they will remain in the Vacation Rental by Owner business. It is likely that one or all will be listed with a realtor for sale, likely as a private residence.

A copy of the proposed ordinance amendment is included in this agenda packet for your review.

The Planning Commission held a public hearing regarding the proposed ordinance amendment following published and posted notice of the hearing as required by statute. No mailed notice of the hearing was required given that the proposed amendment would be applied throughout the entire community and does not pertain to a single, individual parcel of land.

Becky Sievert who operates the Hauser House Bed and Breakfast appeared at the hearing to address the Commission. She indicated that she is not aware of any disruption to the neighborhood related to her operation. She noted that she and her husband have made investments and improvements to the residential structure to make it attractive to their guests.

After the public hearing, discussion and consideration of the proposed amendment, the Planning Commission recommended that the City Council adopt the proposed zoning code amendment as presented.

The ordinance presented for Council consideration is as recommended by the Commission. At the most recent Goal Session review of the proposed amendment, the City Council members

suggested a few alterations to the proposed amendment. The suggestions presented were as follows.

- It was noted that the definition of Vacation Rental by Owner (Homestead) be changed to Vacation Rental by Owner (Owner Occupied) given that not all owner occupied residences have the homesteaded property tax benefit or classification.
- The Planning and Zoning Commission had recommended that the definition of a Vacation Rental by Owner recommended that the lodging accommodation be limited to a less-than-weekly basis. Members of the Council opined that the possible length of stay be increased.
- The suggestion was made to limit the occupancy of Vacation Rental by Owner (Homestead) to two (2) adults per bedroom. The recommendation forwarded by the Commission did not establish a maximum occupancy. As Zoning Administrator I would strongly suggest that the maximum occupancy be established on a case-by-case basis as part of the Conditional Use Permitting process. This would allow the Board of Zoning Appeals and Adjustments to establish a maximum occupancy suitable to each individual Vacation Rental by Owner (Homestead) operation. There may be instances where a higher or lower occupancy level would be most appropriate.
- Finally, the Council suggested that Vacation Rental by Owner operations which are not owner-occupied be subject to the same licensing and inspection process as general residential rental properties in Saint Peter. If the full Council wishes to require the licensing and inspection criteria, it would be my suggestion that the definition of Vacation Rental by Owner be amended to read as follows:

b. Vacation Rental by Owner: A dwelling designed and utilized as a single-family residence, managed by the property's owner, and having bedroom accommodations for paying guests. Such uses shall be licensed and inspected by the Saint Peter Building Official as per the regulations contained within City Code, Chapter 10, Article IV, Residential Rental Property.

FISCAL IMPACT:

An undetermined cost will be incurred to provide for publication of the amended ordinance in the St. Peter Herald.

ALTERNATIVES/VARIATIONS:

Do not act: The existing Vacation Rental by Owner operations which are not owner occupied will be provided notice that they are in violation of the zoning ordinance and the Community Development Department will undertake the appropriate actions to enforce the ordinance.

Negative Vote: The existing Vacation Rental by Owner operations which are not owner occupied will be provided notice that they are in violation of the zoning ordinance and the Community Development Department will undertake the appropriate actions to enforce the ordinance.

Modification of the Ordinance: The Council could provide for modification of the ordinance amendment recommended by the Planning and Zoning Commission as they would deem appropriate.

Please feel free to contact me should you have any questions or concerns on this agenda item.

RJW

ORDINANCE NO. _____, THIRD SERIES

AN ORDINANCE AMENDING SAINT PETER CITY CODE, CHAPTER 24 "LAND USE REGULATIONS AND ZONING" BY THE ADDITION OF REGULATIONS ESTABLISHING VACATION RENTAL BY OWNER OPERATIONS AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 SECTION 1-6, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

WHEREAS, the Saint Peter Planning and Zoning Commission has proposed an amendment to the Saint Peter City Code, Chapter 24, Land Use Regulations and Zoning regulating the establishment of "Vacation Rental by Owner" (VRBO) operations; and

WHEREAS, the Planning and Zoning Commission has proposed multiple amendments to the Code, regulating both owner-occupied and non-homesteaded Vacation Rental by Owner operations; and

WHEREAS, the Commission has recommended it would be appropriate and prudent to allow for the establishment of an owner-occupied Vacation Rental by Owner operation within the residential zoning districts and the Central Business District as a permitted use of land; and

WHEREAS, the Commission has also recommended it would be appropriate and prudent to allow the establishment of a non-homesteaded Vacation Rental by Owner operations within the residential zoning districts and Central Business District as a potential Conditional Use; and

WHEREAS, following public notice as required by State Statute, a public hearing was held by the Planning and Zoning Commission on July 5, 2018 for the purpose of soliciting citizen input regarding the subject amendment to the Saint Peter City Code; and

WHEREAS, the Planning and Zoning Commission finds that the requested amendments to the Saint Peter City Code are not contrary to the provisions of the comprehensive plan for the development of the City of Saint Peter and recommend the City Council adopt the ordinance amendment as petitioned.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA DOES HEREBY ORDAIN:

Section 1. The following changes to City Code Chapter 24, "Land Use Regulations And Zoning: are hereby adopted:

Section 25-15:

(36) Visitor Habitation: Establishments primarily engaged in the provision of lodging services on a less than thirty (30) day basis with incidental food, drink and other sales and services intended for the convenience of guests. The following are visitor habitation use types:

- a. Vacation Rental by Owner: A dwelling designed and utilized as a single-family residence, managed by the property's owner, and having bedroom accommodations for paying guests.
- b. Vacation Rental by Owner (Homestead): An owner occupied dwelling designed and utilized as a single-family residence, managed by the property's owner and having bedroom accommodations for paying guests.

- c. Campground: Campground facilities providing camping or parking areas and incidental services for travelers in recreational vehicles or tents. Typical uses include recreational vehicle parks.
- d. Hotel Motel: Lodging services involving the provision of room or board. Typical uses include hotels, motels or transient boardinghouses.

Section 24-39.

- (3) Visitor Habitation: Vacation Rental by Owner (Homestead)

Section 24-40.

- (3) Visitor Habitation: Vacation Rental by Owner

Section 24-74

- (3) Visitor Habitation: Vacation Rental by Owner (Homestead)

Section 24-75 (3).

- b. Visitor Habitation: Vacation Rental by Owner

Section 24-99.

- (3) Visitor Habitation: Vacation Rental by Owner (Homestead)

Section 24-100 (2)

- f. Visitor Habitation: Vacation Rental by Owner

Section 24 – 159 (3)

- e. Visitor Habitation: Vacation Rental by Owner (Homestead)

Section 24-160 (3)

- f. Visitor Habitation: Vacation Rental by Owner

Section 2. All provisions of Chapter 1 of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 28th day of January, 2019.

ATTEST:

Todd Prafke
City Administrator

Charles Zieman
Mayor

The foregoing Ordinance was adopted by the following votes:

Ayes:

Nays:

Absent

Published in the Saint Peter Herald on _____, 2019.



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/25/2019

FROM: Todd Prafke
City Administrator

RE: Department of Natural Resources Outdoor Recreation Grant Application
Requirements

ACTION/RECOMMENDATION

Authorize the City Attorney and City Administrator to enter into such agreements as needed to compete the Department of Natural Resources (DNR) Outdoor Recreation grant award process.

BACKGROUND

The City of Saint Peter was awarded an Outdoor Recreation Grant from the Minnesota Department of Natural Resources in June of 2018. This grant will help to assist in completing the Hallett's Pond Natural Resource Area fishing pier and trail. By State guidelines there must be a recordable document that restricts the use of the area of the grant (map attached) for outdoor and recreation use only. As you may know, this property was part of the original purchase for the Wastewater Treatment plant so a deed restriction of the entire property does not meet the City's needs nor the intent of the DNR.

In order to receive the grant funds, the DNR requires a restriction on use of the property. The City Attorney and City Administrator will develop the appropriate documentation and provide for its needed documentation.

FISCAL IMPACT:

Funding is allocated in the Parks budget for the City share of the grant match in the amount of \$27,707. We would anticipate construction in either 2019 or 2020.

ALTERNATIVES/VARIATIONS:

Do Not Act: Staff would not be able to move forward per State guidelines and will seek direction from the City Council.

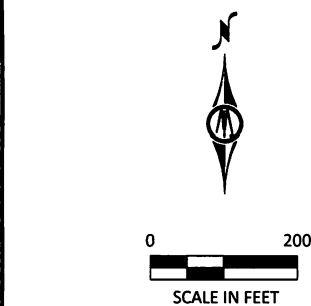
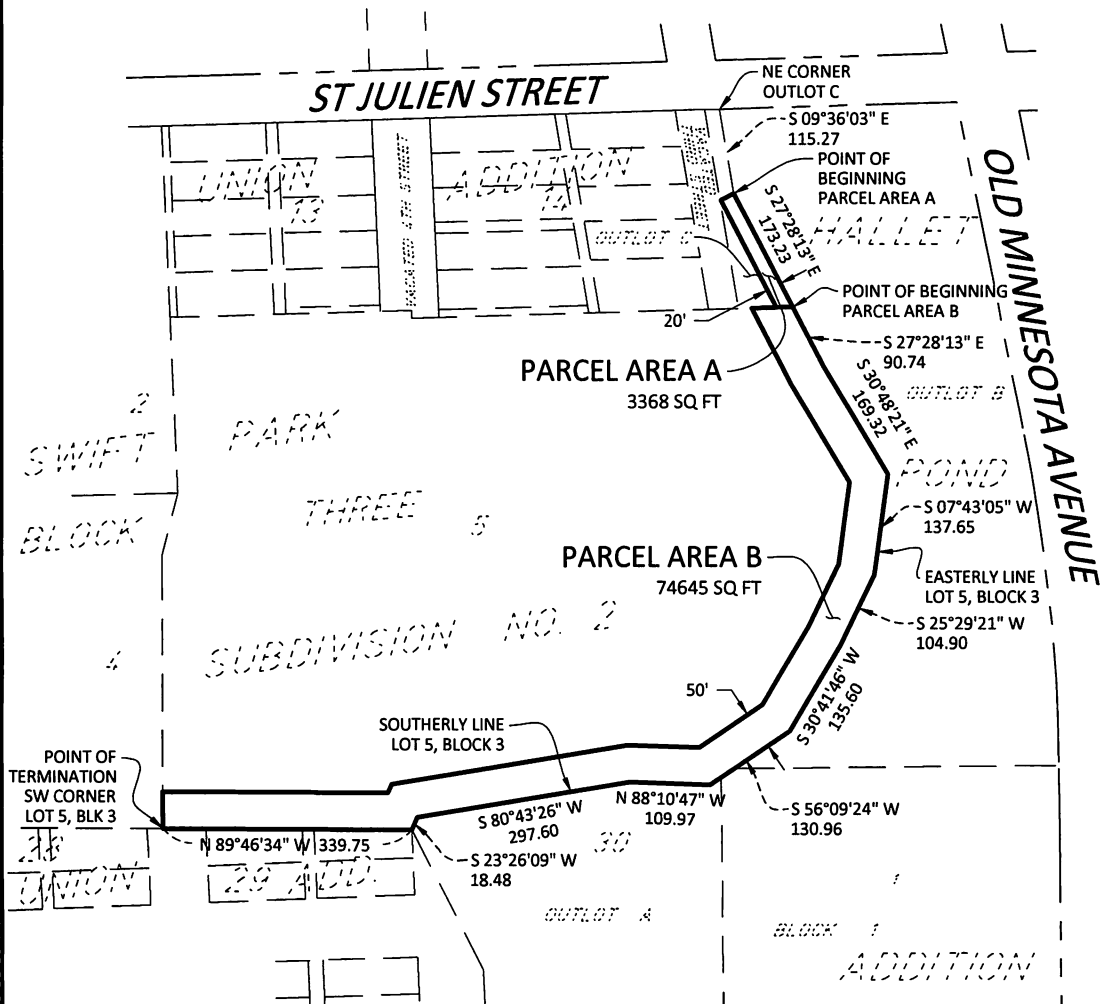
Negative Vote: No further action will be taken without additional direction from the City Council.

Modification to the resolution: This is always an option of the City Council.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal

EXHIBIT A



SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Janele Fowlds
 Janele Fowlds
 License Number 26748

12 - 21 - 2018
 Date

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CERTIFICATE OF SURVEY
 SAINT PETER, NICOLLET COUNTY, MINNESOTA



BOLTON & MENK

1960 PREMIER DRIVE
 MANKATO, MINNESOTA 56001
 (507) 625-4171

PART OF OUTLOT C, HALLET POND ADDITION AND
 PART OF LOT 5, BLOCK THREE, SWIFT PARK
 SUBDIVISION NO. 2

FOR: CITY OF SAINT PETER

FIELD BOOK:

DRAWN BY: LB

2.0 S16-T110-R26-10

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2019 –

STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)

**RESOLUTION DIRECTING THE CITY ATTORNEY AND CITY ADMINISTRATOR TO COMPLETE
DOCUMENTATION PLACING RESTRICTIONS ON USE OF HALLETT'S POND NATURAL
RESOURCES AREA AS REQUIRED BY THE MINNESOTA DEPARTMENT OF NATURAL
RESOURCES GRANT AGREEMENT**

WHEREAS, the City of Saint Peter was awarded an Outdoor Recreational Grant sponsored through the Minnesota Department of Natural Resources; and

WHEREAS, the grant agreement requires the City of Saint Peter to record documents containing specific language restricting the use of the specified area and including a map to all lands within Hallett's Pond Natural Resources Area; and

WHEREAS, in order to comply with the Minnesota Department of Natural Resources Project agreement, certain restrictions must be imposed on the property.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, STATE OF MINNESOTA, THAT: The City Attorney and City Administrator are direct to complete documentation required by the Minnesota Department of Natural Resources 2018 grant which will place restrictions on the Hallett's Pond Natural Resource Area land for outdoor and recreational use only.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, and this 28th day of January, 2019.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 11/04/2018

FROM: Todd Prafke
City Administrator

RE: Goal Session Report and Takeaways

ACTION/RECOMMENDATION

None needed. For your information and review.

BACKGROUND

The goal of this memo is to provide a basic outline of the principal discussion points and priorities as the Council provided direction as a part of its' Goal Session on January 22, 2019.

In writing this memo it is not my objective to provide a complete or full review of the discussion held by the Council, but rather it is to list, with some explanatory information, the priorities for efforts and big thoughts of the meeting. The listing is done based on topics within the body of the meeting. These are not in prioritized order.

List of vital things – No changes were made to this list that is used as a lens to assist the Council and Staff in prioritization and decision making.

Big five updates – This issue was discussed during various times in the meeting and remains unchanged.

Legitimacy in governance – This item was not discussed by the Council.

Green steps program – A review of the 29 criteria was done and Council asked staff to pursue using interns or others as they generally believe that the major efforts made by the Council in sustainability should be more recognizable which some believe create value in a progressive community.

North Third Street divide and conquer alternative ideas – Options and very loosely defined costs were discussed and staff was asked to bring this issue to future workshop or Goal Sessions to further discuss the options and how to work with the neighborhood to provide some level of improvement to the roadway.

Advisory boards and commissions – how to get people involved – A detailed discussion took place with all affirming the need to additionally solicit participation in these very important citizen advisory groups. Ideas for future promotion, recognition and solicitation were discussed. Staff was directed to do an analysis of the current make-up of the Boards and Commission,

spotlight the Boards and their value in the HOT SHEET, and generally do more to promote the value, need and impact of these groups.

Organizational health – Discussed the usual internal and external health of the Organization. Do all work together? Do all members get ample opportunity to provide input? Opportunities to work with staff. Topics and times when our discussions were less civil or more strained than we aspire to and what can we all do to improve civility and reduce strain or what other protocols or systems might be put in place to help us all have productive discussions.

Cooperative efforts - Reviewed the white sheets list and updates in a number of areas.

Budget process – A review of the budget process, timeline and value of provided information were key discussion points. Staff will be working to provide additional analysis of overall financial use and plan for the City, follow-up at mid-two year cycle and plans for what the follow-up will look like including comparative data and review of CIP for the second year of the cycle will occur in early fall.

Organizational structure – A review of structure and possible modification of a few job descriptions and reporting structure. These will be brought back to Council at Workshop when drafted.

Levy categorical fix – A review of the corrective action needed for the next Council meeting.

Sculpture garden – A review of the activity to date and process should this project move forward.

Community spirit park settle-up – A review of the latest version of the capital cost, revenue and expense projections.

Fire hall and options – Discussion on the process for, data needed and potential use of sales tax which can help pay for any construction.

Weed ordinance/boulevard use discussion – Was moved to the next Goal session for discussion.

Food waste composting plan update – A review of the plan submitted was done with only slight variation proposed and discussion on starting slow and providing for additional community education.

Assessment process (North Third/storm water) – A review of the major points of this process and how this can impact possible projects, affordability and who pays while balancing benefiting property owners and general tax base.

2019 sidewalk project review – Council reviewed proposed location on Fifth Street and Skaro and directed staff to move forward with the process to construct in the 2019 year.

Website update – Discussion on the goals, plan and timeline for this effort. A bit of history and some of the key development looking in the future were also discussed including but not limited to integration with bill pay, mobile friendly enhancement and improvements for each advisory Board and Commission such as space for name, packets and minutes.

Wastewater ponds update – An update on the realting of the Ponds and number of “qualified” showings and general work related to any potential sale.

Billboard removal – An update of this agreement that was made about 19 years ago which will result in the removal of the billboard located east of Highway 169 in the flood plain generally located across from Don’s Appliance and Family Dollar.

Vacation rental ordinance warmup - A discussion on the proposed ordinance modification to ensure all are up-to-date on the change proposed.

Take away and priorities – Review of the City Administrator’s list of takeaways to help to ensure all were on the same page including potential agenda items for the next Goal session which will include Weed Ordinance Review, HPC and Handicap Friendly requirements and term limit discussion related to Board and Commission members and the City Council.

Wrap Up: The Council discussed location, next meeting date, food was fine and outside facilitation is not needed. The next Goal Session will be on April 29, 2019.

Please feel free to contact me if you have any questions or concerns about this report.

TP/bal